



Montana Department of Transportation
PO Box 201001
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Construction Memorandum

To: District Construction Engineers

From: Paul Jagoda, P.E.
Construction Engineering Services Engineer

Date: November 6, 2003

Subject: Checking Process for QA Entries

This Construction Memo develops a uniform process for checking material specifications entered in the QA System that automatically calculates the incentives or disincentives for that material.

To provide uniformity and reduce the potential for errors, use the following guidelines for checking QA material specification entries, which is similar to the process Districts currently use for checking construction notes.

- Project Crew: One person enters the material specifications from the contract into the QA Program. The primary objective of this process is the checking of specification numbers entered.
Note: Use the hierarchy of importance to assure the correct material specification numbers are used by reviewing the contract documents (Special Provisions→ Supplemental Specifications→ Standard Specifications). This person initials a hard copy "entered by".
- Project Crew: A different person checks the material specification entries and initials the hard copy "checked by".
- District: Checks QA material specification entries with the "Final Check".

All material specification entries are to be checked for the following:

- Incentive sieves.
- F factors.
- The Table of Gradations and assure the correct sieve sizes entered correspond to the correct ranges.
- Compaction incentive ranges.
- Contract price and base price.
- Aggregate fracture.

For assistance or questions related to the checking process for QA entries, please contact the District's Construction Engineering Services Reviewer.

PJ/pgj

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